

SOCIAL WORK COMPONENT PROGRAM WORKSHEET (SR 2B)

PROVIDER NAME:	PROGRAM NUMBER:	MONTH/YEAR:

[illegible]

INSTRUCTIONS TO COMPLETE SOCIAL WORK COMPONENT WORKSHEET

PROVIDER NAME: Enter the provider/licensee name shown on the Group Home Program Rate Application (SR 1).

PROGRAM NUMBER: For an Annual or Program Change, enter the number previously assigned by DSS. For an Initial, leave blank.

MONTH/YEAR: Month and year for hours worked.

EMPLOYEE NAME: List names of each qualified staff member performing social work activities.

COLUMN (A) - PAYROLL/CONTRACT HOURS WORKED

Enter the total number of paid hours worked, including paid vacation and/or sick leave. Most contracts will be reported in this space.

COLUMN (B) - SOCIAL WORK CONTRACT, DIRECT HOURS ONLY

Subcolumn (1) - Enter only the number of direct (face-to-face) services as specified by a written contract. Contracts listed in this column must be limited to direct services only. These contracts do not include any other responsibilities or duties (e.g., preparation or completion of paperwork, consultation, program design, etc.) – only DIRECT SERVICE HOURS!

Subcolumn (2) - The hours of social work activities provided on a contractual basis will be weighted an additional 2.0 only if certain qualifications are met. For example: (1) the person providing social work activities is not on payroll (i.e., not an employee of the group home); and (2) the contracted hours are limited to only direct (face-to-face) contact with the children. See regulation Section 11-402.222(d) for details.

COLUMN (C) - SOCIAL WORK PROFESSIONAL LEVEL

Enter 2.5, if a Licensed Clinical Social Worker; OR

Enter 2.5, if a Licensed Marriage and Family Therapist; OR

Enter 2.0, if a Master's of Social Work (60 units); OR

Enter 2.0, If a Master's of Science in Counseling (60 units); OR

Enter 1.75, if a Master's (30 units) in a discipline which would enable the person to sit for the LCSW/MFT exam; OR

Enter 1.5, if Bachelor of Social Work with at least two years of experience.

COLUMN (D) - TOTAL SOCIAL WORKER WEIGHTED HOURS

Enter the total of COLUMN (A) OR (B) (2) multiplied by Column (C).

COLUMN (A/B) - GRAND TOTAL

Enter the total of Column (A) and Column (B)(2); transfer to SR 2, Column (5).

COLUMN (D) - GRAND TOTAL

Enter the grand total weighted hours; transfer to SR 2, Column (6).